

2012 SOIL & WATER CONSERVATION COMMISSION SCHEDULE

<http://www.ncagr.gov/sw/soilandwaterconservationcommission.html>

District items due to Division	Packets mailed to SWCC members	Work session	Commission meeting	Draft minutes internal review	Internal reviews completed
December 19	December 20	January 8 (10 am)	January 8 (3 pm)	January 30	February 13
March 9	March 12	March 20 (7 pm)	March 21 (9 am)	April 11	April 25
May 3	May 7	May 15 (7 pm)	May 16 (9 am)	June 6	June 20
July 5	July 9	July 17 (7 pm)	July 18 (9 am)	August 8	August 22
September 6	September 10	September 18 (7 pm)	September 19 (9 am)	October 10	October 24
November 8	November 12	November 20 (7 pm)	November 21 (9 am)	December 12	December 19

SWCC Operating Policies:

- All items to be included on the agenda and in the packet must be submitted to the N.C. Division of Soil and Water Conservation office no later than **9 working days before meeting date**.
- Agenda items and information packets will be mailed to Commission members one week prior to meetings.
- Mail, fax or email submissions to:
N.C. Division of Soil and Water Conservation
Attn: Daphne Pinto
1614 Mail Service Center, Raleigh, NC 27699-1614
Fax: 919-715-3559
Phone: 919-733-2302

DSWC Operating Policies:

- Daphne Pinto to serve as recording secretary
- Daphne to notice SWCC meetings with Secretary of State with any changes in date or location to be noticed a minimum of 7 days prior to the newly-scheduled meeting.
- Draft commission minutes to be completed and available for internal review no later than 3 weeks following SWCC meeting date.
- For internal review, Daphne to email an electronic set of minutes to director and section chiefs. Internal reviews to be completed with edits back to Daphne within two weeks.
- Within one week approved minutes will be posted to the portal.

Updated March 13, 2012